

Morning Assembly at the Track on 3 January 2025, Friday (Full School Uniform)

(Email sent 2 Jan 2025)

Dear Josephians,

Please take note that we will have morning assembly at the track tomorrow and you should be attired in your FULL SCHOOL UNIFORM.

Do ensure that you gather at the track by 7.25 am so that we are able to begin promptly at 7.30 am.

I have [attached](#) the morning assembly layout at the track for your reference. Your class label will be placed on the track so that you are able to locate your class positions.

Thank you.

Regards
Mr Syaifudin

Welcome back to School Josephians (Reminders on Attire and Grooming)

(email sent 30 Dec 2024)

Dear Josephians,

As you prepare to return to school on 2 January 2025, Thursday, please be reminded of the following:

1) Students are to be attired in full school uniform on 2 January 2025, Thursday and 3 January 2025, Friday (badges to be worn and belts for the Y3-Y6 gentlemen)

2) Students are to ensure their hair styles and hair length are in accordance with the school's guidelines:

Gentlemen

- appropriate hair length, style and colour (no undercuts, no perms, no tinting/dyeing of hair, etc.)
- gradual slope at the side and back
- fringe not touching the eyebrows/hair at the side not touching the ears/hair at the back not touching the collar
- clean shaven (no moustache and/or beard)

Ladies

- appropriate hair length, style and colour (no undercuts, no perms, no tinting/dyeing of hair, etc.)
- hair beyond the shoulder must be tied neatly
- fringe kept short and neat
- only a pair of plain ear studs permitted (no earrings or multiple ear studs)

3) Y1-Y4 students are to ensure your shoes are white with laces and worn with white socks; Y5-Y6 students are to ensure your shoes are white or black-based with laces minus any design and worn with white or black socks

4) No jewellery or nody accessories are to be worn around the neck, the wrists or any other parts of the body

We look forward to your return to school this Thursday and we wish you a blessed 2025 ahead.

Regards
Mr Syaifudin

No Unstructured Play after school from Term 4 Week 7 to Week 10

(email sent 21 Oct 2024)

Dear Josephians,

As communicated during morning assembly this morning, unstructured play after school will be prohibited from today till the end of the term to minimize noise disruption to the O Level and IB examinations.

CCA activities will carry on under the supervision and instruction of the teachers and coaches/instructors.

If you do not have any school activities after curriculum hours, please make your way out of school and head home.

Thank you for your understanding in ensuring a conducive environment for our fellow Josephians sitting for their examinations.

Regards
Mr Syaifudin

Attire during School Term and Weekend/Study Break/School holidays

(email sent 10 Sep 2024)

Dear Josephians,

Please be reminded to be in the appropriate school attire during the School Term, as well as during the Weekends/Study Break/School Holidays (if you return to school for CCA/CAS, consultation, revision, etc.).

School Term:

- School Uniform or Half-Uniform from Monday-Friday
- Fraternity T-shirt can be worn as Half-Uniform on Fridays only
- SJI PE/Fraternity T-shirt and SJI PE shorts during PE lessons
- SJI-based T-shirt and SJI school pants/skirts/PE shorts after school
- covered shoes and socks (no slippers/sandals)

Weekends/Study Break/School Holidays (if you return to school for CCA/CAS, consultation, revision, etc.):

- School Uniform or Half-Uniform
- SJI-based T-shirts and SJI school pants/skirts/PE shorts
- covered shoes and socks (no slippers/sandals)

Our Security Guards will record and turn away students who fail to adhere to the above and the Discipline Committee will follow up with these students accordingly.

For those who would like to purchase additional school attire, please purchase them online.

Finest Uniform Website

- SJI (Secondary) - <https://finestuniform.com/collections/st-josephs-institution/sjiss>
- SJI (JC) - <https://finestuniform.com/collections/st-joseph-institution-jc/sjiic>

Thank you.

Regards
Mr Syaifudin

Purchase of SJI PE T Shirt (dri-fit) and PE Shorts (23 Aug 2024)

Dear Josephians,

Please take note that the new PE T-shirt (dri-fit) and PE shorts are available now.

If you do not have them or wish to purchase additional sets, please make the purchase at <https://finestuniform.com/collections/st-josephs-institution/sjiss> over these next 2 weeks before the September holidays.

All students are expected to be in the SJI PE T-Shirt (or Fraternity T-Shirt) and PE shorts for PE from Term 4 onwards. Orientation, CCA, SJI Merchandize T-shirts and shorts will not be permitted to be worn during PE lessons.

Do let me know if you have any questions or concerns with regards to the above.

Thank you.

Regards
Mr Syaifudin

Unstructured Play at the ISH (10.30 am - 3.30 pm w.e.f. 26 March 2025)

Dear Josephians,

As per Mr Dominic Ang's announcement this morning, **Unstructured Play in the outdoor areas** (Field, Track and Junkyard) will be **suspended** from **10.30 am to 3.30 pm** from today until further notice.

You may engage in unstructured play at the **Indoor Sports Hall (ISH)** during that period (when available) but please take note that **PE and CCA sessions will take priority** if sessions are ongoing during that period.

Do remember to continue to stay hydrated throughout.

To add on to my earlier email, please ensure you **end your unstructured play 10 minutes** before your recess or lunch break ends so that you have enough time to return to your class and begin lessons punctually.

Thank you.

Ora et Labora!
Mohamad Syaifudin Bin Ahmad Ismail (Mr)
Head / Discipline

Attire guidelines for Easter term, please refer to the following table:

Academic Terms	Monday	Tuesday	Wednesday	Thursday	Friday
Epiphany Term Easter Term Assumption Term All Saints Term	Full Uniform (all to wear the tie until 0930h)	Full Uniform or Half-Uniform with PE / Polo T-Shirt as tops.			Full Uniform or Half-Uniform with PE / Polo T-Shirt / Fraternity T-Shirt as tops

Note : Full Uniform should be worn during formal occasions like Inaugural Assembly, Founder's Day, Thanksgiving

Thank you.

Grooming, Conduct & Cleanliness (12 January 2024)

Dear Josephians,

We are nearing the end of Week 2 and I would like to commend you on your effort and enthusiasm in contributing to the vibrant and positive atmosphere during these past two weeks.

As we head into Week 3 when some of us will begin lessons proper, please be reminded of the following:

- 1) Please get a **haircut**/hair coloured for those who had been informed by your teachers (or if you know you need one).
- 2) **Food** and cup **drinks** must not be taken out of the canteen area so as not to increase the amount of waste which can lead to infestation around the school.
- 3) For Y1-Y4 students, **handphones** must be kept in your personal lockers at all times during curriculum time (your teachers will confiscate them and pass them to the Discipline Committee for follow up).
- 4) Ensure you clear your **plates**/bowls/utensils/waste and **wipe** down the tables after you have consumed your meals.
- 5) Keep your classrooms and school facilities (field, ISH, corridors, etc.) **clean** and **litter free**.
- 6) Be **punctual** for school, lessons and CCA (factor in some buffer to account for traffic delays in the morning especially in the event of inclement weather)
- 7) **Greet** your teachers and non-teaching staff when you see them or before you begin your conversations and be mindful of your language (Speak and carry yourself as how a Josephian should).
- 8) Do not leave your **valuables** unattended (keep them in your personal lockers or corridor/canteen lockers).

We will gather as a school for **Morning Assembly** on the track next Monday, 15 January 2024. Please refer to the attachment to locate your class positions (numbers tagged to your class are coloured on the track). You are reminded to be punctual and gathered at the track by 7.25 am. You are to have your school diaries and be attired in full school uniform with your ties on.

Thank you and wishing all of you a restful weekend ahead.

Ora et Labora!

Mohamad Syaifudin Bin Ahmad Ismail (Mr)

Head / Discipline